



**VISA DOCUMENT CHECKLIST – TOURISM/BUSINESS/VISITING FAMILY AND FRIENDS and other**

|     | <b>List of supporting documents - Ireland</b>  | YES/NO<br>✓/✗ |
|-----|--|---------------|
| 1.  | <b>Travel document</b> must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages.   |               |
| 2.  | <b>Proof of legal residence in Ireland:</b> <ul style="list-style-type: none"> <li>• <b>Irish re-entry visa and/or Irish Residence Permit (IRP)</b> – valid for at least 3 months beyond the intended departure from the Schengen area. See further info in point 5 on page 3.</li> </ul>  |               |
| 3.  | <b>Proof of current address in Ireland</b> (bills, rent book, lease agreement etc.)  |               |
| 4.  | Harmonized Schengen visa application form.   |               |
| 5.  | Online <b>application</b> <a href="https://visa.government.is/">https://visa.government.is/</a> . Confirmation of submitting the online application form must be presented to VFS Global staff by displaying the confirmation email.   |               |
| 6.  | One (1) passport <b>photograph</b> (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)   |               |
| 7.  | <b>Travel medical insurance</b> , valid for all Schengen-countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g., accident, illness, medical emergency evacuation, repatriation etc. The policy must clearly specify the period of validity and must cover the entire duration of the trip including the date of arrival & departure.  |               |
| 8.  | <b>Proof of flight reservation</b> – PNR confirmable return ticket to Ireland or the country of final destination.   |               |
| 9.  | <b>Proof of accommodation</b> – Confirmed hotel booking for the full stay in the Schengen area or any other appropriate document stating the planned accommodation or booking confirmation of a European tour or any other appropriate document.   |               |
| 10. | <b>Proof of sufficient funds</b><br>Recent Irish bank statement in the applicant’s name and address showing movements in the last three (3) months showing details and balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to Ireland, or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully.<br>The statements must show that you- during the entire trip – have as <u>minimum 8000 ISK per day for staying in a hotel and 4000 ISK per day</u> if the expenses are borne by a third party.                           |               |
| 11. | <b>Proof of employment/student/sponsorship/unemployment</b>  |               |
|     | <input type="checkbox"/> <b>Employed:</b><br>Recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Ireland).<br>Work permit.<br>Pay slips for the last three months.   |               |
|     | <input type="checkbox"/> <b>Self-employed:</b><br>Company’s registration certificate and a recent business printout available from the Companies Registration Office.  |               |
|     | <input type="checkbox"/> <b>Student:</b><br>Recent, official and signed letter from university, college or school based in Ireland stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and confirming attendance/status/, and, if applicable, proof of (part-time) employment (three most recent pay-slips and letter from employer).  |               |
|     | <input type="checkbox"/> <b>Sponsored:</b><br>a letter of sponsorship certified by notary public in the Member State where it was issued.  |               |
|     | <input type="checkbox"/> <b>If the applicant is financially supported by his/her spouse:</b><br>a marriage certificate and the spouse’s bank account statements  |               |
|     | <input type="checkbox"/> <b>Unemployed</b><br>Permission of the local Social Welfare Office for the intended trip (if trip is longer than 2 weeks) and prove of the weekly or monthly social welfare payments.   |               |
| 12. | If applicable, other purpose of visit (Visiting family/friends / Business / Study).<br><i>Check the box for applicable purpose of visit</i>  |               |
|     | <input type="checkbox"/> <b>Visiting family/friends:</b> <ul style="list-style-type: none"> <li>- <b>Proof of invitation or letter of sponsorship.</b> The online invitation form is available on <a href="https://island.is/en/get-a-visa/supporting-documents">https://island.is/en/get-a-visa/supporting-documents</a> (Invitation Letter for visitors). The online sponsorship form is available on <a href="https://island.is/en/get-a-visa/supporting-documents">https://island.is/en/get-a-visa/supporting-documents</a> (Guarantee form for visits).</li> <li>- Copy of data page of passport or residence permit of host in the Member State.</li> <li>- Proof of family relationship.</li> </ul> |               |

|                        |  |  |
|------------------------|--|--|
|                        | <input type="checkbox"/> <b>Business/Conferences:</b> <ul style="list-style-type: none"> <li>- A specific invitation-form or invitation with original signature from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work, indicating cover of travel and/or accommodation expenses, if applicable or other documents which show the existence of trade relations or relations for work purposes.</li> <li>- Formal letter from employer proving the applicant's employment status at the company, the kind and duration of the business trips to Schengen country and the commitment of covering all the costs of journey.</li> <li>- Entry tickets or registration for fairs and congresses.</li> <li>- Documents proving the business activities of the company.</li> <li>- Proof of accommodation: confirmed hotel/hostel/B&amp;B reservation(s) or other lodgments covering the whole duration of stay in host country and, if applicable, in other Schengen countries.</li> </ul> |  |
|                        | <input type="checkbox"/> <b>Study or professional training:</b> <ul style="list-style-type: none"> <li>- A certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses within the framework of basis and further training.</li> <li>- Student card or certificate of the courses to be attended.</li> <li>- Documents in relation to accommodation, or proof of sufficient means to cover the accommodation.</li> <li>- Recent, official and signed letter from the university, college or school stating the above mentioned.</li> </ul>   |  |
|                        | <input type="checkbox"/> <b>Official delegation travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of a Member State by intergovernmental organizations.</b> <ul style="list-style-type: none"> <li>- A letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a member state to participate in the abovementioned events, accompanied by a copy of the official invitation from the intergovernmental organization in the Member State; or note verbale.</li> </ul>  |  |
| 13.                    | <b>In case of minors (&lt;18 years) traveling:</b> <ul style="list-style-type: none"> <li>• Birth certificate and recent, official and signed letter from school</li> <li>• Minors travelling alone or with only one parent: Original passports of both parents (unless one parent has the sole custody or residence order for the child and proof of consent of parental authority or legal guardian</li> </ul>   |  |
| 14.                    | <b>Family member of EU/EEA citizen (spouses and children):</b> <ul style="list-style-type: none"> <li>• The EU/EEA citizen's passport or National ID card</li> <li>• Proof of family relationship</li> <li>• Marriage certificate</li> <li>• Birth certificate (only for children)</li> </ul>  |  |
| 15.                    | <b>Airport transit (not relevant if holding an Irish re-entry visa) – visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination.</b>   |  |
| Comments by VFS staff: |  |  |

## INSTRUCTIONS FOR THE APPLICANT

**Date and sign this page (below) after page 1-2 have been filled out by VFS Global agent (check marks).**

Your application for a Schengen visa will be forwarded by VFS Global to the Embassy of Iceland in London for processing.

Normally visa applications are processed within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global the process might be delayed, or the application refused.

If an VFS Global officer, at the time of your appointment has indicated that your application is missing documentation and marked it on the table above, you must send the missing documents to the Embassy at [visa@utn.is](mailto:visa@utn.is)

The Embassy requests you to hand in the missing/required documents within **five (5) days** from the date of your appointment at VFS Global. During the application process, please monitor your spam/junk folders, as emails from the Embassy may accidentally end up there.

Please note that sending personal information by e-mail is at your own risk.

E-mailed missing documents must meet the following requirements:

- Subject line must include the applicants name as it appears in passport
- Indicate passport number
- Indicate city of application center
- PDF is the only format of documents attachments accepted

### WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDE THE FOLLOWING

1. I understand that I must submit the indicated documents by e-mail to [visa@utn.is](mailto:visa@utn.is) **within 5 calendar days from the date of my appointment at VFS Global.** I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (delay in the process or refused) if I do not submit the documents within the time limit (5 days) from the date of my appointment at VFS Global.
2. I understand that during the application process, I may be contacted by the Icelandic authorities for an interview process.
3. I understand that any incomplete information or false statements could result in delay in the processing of the application and the Consulate may request more documents in addition to what is listed on page 1/2 and request an interview.
4. I understand that Iceland cannot be considered the Member state competent for examining and deciding on the application if I am staying for a longer period in another member state and will therefore be rejected.
5. I understand that according to Foreign National act, article 20 (6) (b) and in accordance with the checklist, my Irish residence permit must be valid for **three months** beyond my intended departure from the Schengen area.
6. I understand that my application will be refused if falsified or forged documents are submitted with the application and hereby declare that all submitted documents are both true and genuine.
7. I understand the visa (if approved) will be issued according to submitted documents and only applicants who fulfill the criteria for multiple entry visa will be granted multiple entry visa.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

VFS officer: \_\_\_\_\_